



Date of Issuance: 08/25/2015  
Requisition No. SW1025

Solicitation No. 0900000196  
Amendment No. 02

Hour and date specified for receipt of offers is changed:  No  Yes, to: 10/1/2015 3:00 PM CST/CDT

Pursuant to OAC 580:16-7-30(d), this document shall serve as official notice of amendment to the Solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

**ISSUED BY and RETURN TO:**

**U.S. Postal Delivery or Personal or Common Carrier Delivery:**

Office of Management and Enterprise Services  
ATTN: Jennifer McCaulla  
5005 N. Lincoln Blvd., Ste. 200  
Oklahoma City, OK 73105

Jennifer McCaulla  
Contracting Officer

Jennifer.McCaulla@omes.ok.gov  
E-Mail Address

**Description of Amendment:**

a. This is to incorporate the following:

Question 01: Are we allowed to respond to only a few categories? Or is a response to all categories required? We specialize in certain of the services, so would not bid on all categories.

Answer 01: You can respond to whichever categories apply.

Question 02: Section E.13.4 instructs the respondent to "Provide detailed response to specifications/requirements in this Solicitation." What response is the State looking for in Section 4? The primary evaluated response items seem to be covered by sections 2, 3, 5 and 6.

Answer 02: Appendix A and Attachment C must be submitted. A generic email address to receive SOW's must also be created and submitted.

Question 03: What are the evaluation criteria? How do you evaluate your vendor performance?

Answer 03: Please refer to Section D.5. Evaluation Process for evaluation.

Answer 03 Part Two: Please delete the following language "Note: Accessibility is required to be a part of the selection criteria" from Section D.4. Selection Criteria. Please add the following language to Section D.4. Selection Criteria D.4.1. References, D.4.2. Supplier Information and Qualifications – Appendix A and D.4.3. Price

Question 04: D.5 outlines the evaluation criteria for the bid. How do you evaluate vendor performance that is a part of the program?

Answer 04: Please provide references pursuant to Section E.13.2 and complete Appendix A – "Vendor Information" pursuant to E.13.2.

Question 05: I just want to verify that the format needs to be the vendor information sheet followed by the proposed pricing sheet?

## Description of Amendment - continuing

Answer 05: Pursuant to E.13.3 – Vendor Information is in Section 3 of the Tabbed Response. Pursuant to E.13.6 – All information relating to costs are to be sent in a separate binder/envelope, on a separate CD, DVD, or thumb drive clearly marked as “Price/Cost” – Attachment C.

Question 06: E.13.5. Section Five – EITA Compliance does not seem to be relevant to staff augmentation, but rather product manufacturing. Can you clarify?

Answer 06: Only complete the EITA if applicable. As this is staff augmentation, it is not applicable.

Question 07: Under “C.4.1.5. “Form of Contract” on page 19 of the RFO, it is mentioned that "the minimum standard terms and conditions that shall be included in any awarded contract are contained in the sample State of Oklahoma Office of Management and Enterprise Services Information Technology Staff Augmentation Services Agreement attached as “Bid Package 1” to the posting for this RFO, Solicitation Number 090000196”.

There is no separate “Bid Package 1” that we found within the RFP. Therefore assume that Section A and B of the RFP that contain general provisions and specific provisions can be considered as "Bid Package 1". Please confirm.

Answer 07: This is now provided on the website as a sample.

Question 08: We understand that the vendors have to provide detailed response to specifications and requirements in this Solicitation in the response. We assume that we have to provide response to questions in Appendix A (excel file containing Vendor Information sheet), points mentioned in Section 4.1.3 of the RFP and also provide capabilities for categories outlined in Attachment C. Please confirm.

Answer 08: That is correct. Vendors will also need to confirm that they will provide a generic email address in which to send individual requests.

Question 09: We understand the State cannot provide any commitments on the amount of work that will be put out for bid under this contract. However can you please provide any estimate that will help us understand the amount of work (in dollars) that will be put for bid on an annual basis?

Answer 09: Fiscal Year 2015 (July 1, 2014 - June 30, 2015) has had approximately \$14,000,000.00 reported so far. Please keep in mind that the 4th Quarter (April - June) spend has not been completely reported as suppliers have until October, 2015 to provide their reports for 4th quarter spend.

Question 10: Can we add additional rows to Attachment C (Pricing excel) incase further refinement of the roles is required?

Answer 10: No.

Question 11, Part 1: The RFP does not request a redacted copy? Should we submit a redacted copy without proprietary information during the proposal? If not how will the state request for one before releasing the RFP?

Answer 11, Part 1: It is not necessary to submit a redacted copy. What do you mean by “releasing the RFP response?”

Question 11, Part 2: Hi Jennifer. Thanks for your response. Basically we wanted to know if the State is asked to release RFP response due to FOIA, how would we go about ensuring the vendor proprietary information is not released. In our experience, other RFPs request a redacted copy which is released in case of a FOIA request.

Question 11, Part 2: You can, at your own discretion, provide an unprotected version on the electronic copy. If an Open Records Request is received, the Buyer would be responsible for redacting. As the original solicitation did not specify a redacted version as a mandatory deliverable, it is not a requirement. All responses should notate the pages and instances in which the vendor is claiming confidentiality and provide an explanation and/or cite statutory exemption.

Question 12: Do we need to bid for all categories mentioned in Attachment C? Or can we bid for some categories in Attachment C?

Answer 12: You can bid on whichever categories apply.

Question 13: Can we give a price range for a job title? For example, in case of a Programmer/Developer, can we give price range in emerging category as the skill sets can be varied?

Answer 13: Suppliers must provide a "Not to Exceed" price as each job will still require an individual SOW.

Question 14: We assume that the state would provide seats and desktops/laptops for vendor resources. Please confirm.

Answer 14: Unless otherwise stated in individual SOW's, seats and desktops/laptops will be provided by the State.

Question 15: As we understand, this solicitation revolves around IT Staff Augmentation for State agencies; hence, Is VPAT required as part of our response to this solicitation?

Answer 15: Only complete EITA if applicable. As this is staff augmentation, it is not applicable.

### **Description of Amendment - continuing**

Question 16: Attachment C requests a Project Manager 3 role, but this is not defined in Attachment D. Please provide a role definition for Project Manager 3.  
Answer 16: 10 or more years of experience, relies on experience and judgement to plan and accomplish goals, independently perform a variety of complicated tasks, a wide degree of creativity and latitude is expected.

Question 17: Will hours in excess of 40 hours/week be billable under the rate card model?  
Answer 17: Hours in excess of 40 hours/week are billable at the agreed upon rate provided on individual OMES-CP-FORM-50 SOW's and must not exceed the rate provided in the response.

Question 18: Is the State willing to commit to a minimum number of resources to be provided under this contract in order to receive a reduced rate?  
Answer 18: No.

Question 19: What is the State's expectation for the onboarding time between offering a position and the resource being fulfilled?  
Answer 19: Onboarding times will vary, depending on the availability of the resource and the timing of individual projects.

Question 20: There may be delays in receiving results of background checks. Will staff be able to work onsite pending receiving the results of background checks?  
Answer 20: If a background check is required, staff cannot work onsite prior to receiving the results of background checks.

Question 21: Are there any project management tools being used by the State currently? Will Program and Project Managers be expected to know the relevant project management systems?  
Answer 21: All expected knowledge will be provided in individual OMES-CP-FORM-50 Statement of Work requests.

Question 22: Can we put the information required as part of Appendix A in a word document and share that word document with the State or we have to mandatorily fill the required information in Appendix A(excel sheet) only?  
Answer 22: You can place it in a word document, however the order of the information and the format must be the same.

Question 23: In Appendix A, question #11, the State asks if we have had any sales on the current State ITSW1025 contract, and if so, to list total sales for July 01, 2014 - June 30, 2015. Is the State looking for total number of placements made over this time period or total spend by the State with our firm?  
Answer 23: Total Spend

Question 24: In Appendix A, question #12, the State asks if we have had similar sales with other public entities and to provide the entity names, total sales and positions filled. Is the State looking for types of positions filled for each fiscal year or number of placements made for each fiscal year?  
Answer 24: The State is requesting the names of the public agency, total sales for that agency and position names.

Question 25: On page 23, under E.13.6. Pricing, the RFP mentions that cost information is to be sent in a separate envelope, on a separate CD. Do you also want 1 hard copy of the price proposal in addition to the 3 hard copies and 3 electronic copies of the technical proposal?  
Answer 25: Vendors must submit a total of 3 hard copies and 3 digital copies of Pricing. They can be sent together, but must be sent in a sealed envelope that is separate from the rest of the bid.

Question 26: On page 24, under E.16.2, it says we will be evaluated based on the criteria outlined in Section D.4.2. There is not a section labeled D.4.2. However, under D.4 Selection Criteria, it explains that accessibility is required to be a part of the selection criteria. Can you please clarify what this means and how we can get access to the selection criteria?  
Answer 26: Only complete the EITA if applicable. As this is staff augmentation, it is not applicable

Question 27: Section C.3.1 of the solicitation document indicates that the "Not-to-Exceed Pricing proposed will remain fixed for the first twelve (12) months of the contract." Section C.4.1.1 also indicated that the not-to-exceed hourly price will remain fixed for the first twelve (12) months of the contract. Section B.1.1 says that "The initial contract period shall begin on the effective date and shall extend through June 30, 2016". Are vendors supposed to bid prices through June 30, 2016 or for 12 months from the effective date of the resulting contract?

## Description of Amendment - continuing

Answer 27: It is confusing. The effective date of the contract cannot be predicted, so Not-To-Exceed Pricing that is submitted must remain fixed through June 30, 2016.

Question 28: Solicitation Section E.10.4. states "that any questions received after 3:00 P.M. Central Time on August 26, 2015 shall not be answered." Is that still the State's intention?

Answer 28: Section E.10.4 states that questions close at 3:00 PM on August 26, 2015. However, the IT Procurement Wiki summary states differently and has been open for posting by suppliers.

It states:

"All questions regarding this solicitation must be posted to this page by 3 p.m. Central Time on Sept. 14, 2015.

Questions received after that date may not be answered".

This error will be corrected and the Wiki will be closed shortly.

Question 29: Section C.4.1.5 – Form of Contract, second paragraph, states that "Item 14 of Appendix A of the RFO contains the format for Vendor to note any exception to any provision, term, or condition specified in the Information Technology Staff Augmentation Services Agreement." It seems this same information is requested to be in Section One – Introduction, subsection e) "Any exceptions to solicitation terms and conditions." What is the difference between what is being required in these two sections? If they are the same, where does the state prefer vendors place any exceptions?

Answer 29: There is no difference. Please place exceptions on the Appendix A – Vendor Information Sheet.

Question 30: If an Offeror is wanting to propose a Multi-Company Teaming Solution (Prime and 2nd Tier Subcontractor Teammates): 1) Would the State accept such a proposal? 2) If yes, the State would accept such a proposal, what information would be required for the Prime's proposed Teammates? End of Question.

Answer 30: Section B.2. - "Obligations of Permitted Subcontractor" of the Solicitation covers subcontracting.

Question 31: Section E.3.3. And E.3.4. Under Submission of Bid is the state expecting the same number of price/cost hardcopies and electronic copies as the Bid? If not, how many copies of the price/cost are required?

Answer 31: Vendors must submit a total of 3 hard copies and 3 digital copies of Pricing. They can be sent together, but must be sent in a sealed envelope that is separate from the rest of the bid.

Question 32: Section E.11-P-Cards and E.12-Electronic Funds Transfer on page 23 both have Yes/No check boxes, yet there is no requirement to submit the RFP in the proposal package. Where does the state prefer that we respond to these two questions? In the Letter of Introduction? Or do we need to submit the solicitation document with those check boxes as an appendix to the Bid?

Answer 32: As long as the information is included in the bid, the State does not have preference of where.

Question 33: E.13.4. - Section Four – Response to Specifications / Requirements. Please clarify what sections of the solicitation document define the other specifications / requirements for which vendors need to respond.

Answer 33: References, Supplier Information and Qualifications – Appendix A and Price

Question 34: E.13.5. – Section Five – EITA Compliance. Is the Voluntary Product Accessibility Template (VPAT) relevant to this procurement? The section indicates the VPAT Instructions Template is attached for reference but it is not attached. Please provide the VPAT Instructions Template if required.

Answer 34: Only complete EITA if applicable. As this is staff augmentation, it is not applicable.

Question 35: Will the State furnish all required equipment and office space required to perform task order assignments or will vendors be required to provide all equipment items?

Answer 35: Unless otherwise stated in individual SOW's, seats and desktops/laptops will be provided by the State.

Question 36: Please define the evaluation criteria for both labor rates and the technical information (i.e. corporate background and references).

Answer 36: Please add the following language to Section D.4. Selection Criteria D.4.1. References, D.4.2. Supplier Information and Qualifications – Appendix A and D.4.3. Price

Question 37: D.4. – Selection Criteria contains a note stating that "Accessibility is required to be part of the selection criteria." Please describe how the State plans to evaluate accessibility.

Answer 37: EITA is not applicable.

## Description of Amendment - continuing

Question 38: Please clarify that D.5.3. is the evaluation of not-to-exceed labor rates not the evaluation of costs.

Answer 38: D.5.3. is the evaluation of not-to-exceed labor rates.

Question 39: C.4.1.5. Please provide a complete set of standard contract terms and conditions.

Answer 39: Section A is the complete set of standard contract terms and conditions.

Question 40: Highlighted in the middle of the second paragraph in Section C.4.1.5., it states that " Vendors may request exceptions to standard contract terms and conditions; however (1) the number and significance of exceptions taken may negatively impact the Vendor's score at evaluation (see Section \_\_\_ for evaluation criteria)." Please explain how these requested exceptions that the state can reject may negatively impact the score.

Answer 40: Pursuant to A.10. Rejection of Offer – "The State reserves the right to reject any Bids that do not comply with the requirements and specifications of this Solicitation... "

Question 41: Would the State consider providing a sample Task Order?

Answer 41: If you are referring to the OMES-FORM-CP-050 Statement of Work, there is one located on the current SW1025 website at <https://www.ok.gov/dcs/solicit/app/solicitationDetail.php?conID=803>

Question 42: Where can I find the ITSA Services Terms and Conditions?

Answer 42: This is now attached to the Solicitation website.

Question 43: Attachment D - Discipline Descriptions and Attachment C – Pricing Guide do not align regarding the levels of job titles. Attachment C has 3 levels for every job title, but Attachment D does not (e.g., Project Manager has only levels 1 & 2, and Project Lead has 2 & 3 listed as the same criteria). Please clarify.

Answer 43: Project Manager 3 – 10 or more years of experience, relies on experience and judgement to plan and accomplish goals, independently perform a variety of complicated tasks, a wide degree of creativity and latitude is expected.

Project Lead 3 – 10 or more years of experience, relies on experience and judgement to plan and accomplish goals, independently performs a variety of complicated tasks, a wide degree of creativity and latitude is expected.

Question 44: In regards to pricing (Attachment C), if a vendor does not employ a Level 3, is it acceptable to provide prices for only the levels for which the vendor's team is qualified?

Answer 44: Yes.

Question 45: On page 18, under C.4.1.5. Form on Contract, second paragraph, the solicitation states. "...the Vendor's score at evaluation (see Section \_\_\_ for evaluation criteria)..." What are the evaluation criteria? Does the blank refer to all of Section D? To Section D.4.? In regards to Section D.4. can you please elaborate on that section? What does "Define Evaluation Criteria to be used" mean? (And I echo the other questioners' comments on what does "accessibility" mean here.). Please clarify.

Answer 45: Evaluation criteria are Vendor Information – Appendix A, Price/Cost Attachment C, and References. Only complete the EITA if applicable. As this is staff augmentation, it is not applicable

Question 46: On page 21, under Section E.3 Submission of Bid, item E.3.3. states, "In addition, each Bidder must submit one (1) and two (2) copies of the Bid on CD, or DVD...". Does that mean "one original"? The rest of that statement says, "...for a total of three (3) electronic documents in a "machine readable" format". Does this mean a total of three *discs*? Or are you actually asking for three documents (two of which are exactly the same, and one where the only difference is that it says "original") on *one* disc? On page 23, under Section E.13. Bid Deliverables, it says, "...Bid deliverables are to be submitted ... and electronic copy on CD, DVD, or thumb drive...". Can we provide the electronic copy on a thumb drive even though it is not mentioned in E.3.3.?

Answer 46: Yes. It should have read submit one (1) original and two (2) copies of the Bid. This means a total of three (3) discs. Yes you can provide it on thumb drives instead of disc.

Question 47: On page 21, under Section E.3. Submission of Bid, item E.3.4. states, "All information relating to price/costs are to be sent in a separate binder/envelope...". Does this Price/Cost envelope go inside the "single sealed envelope, package, or container" that the rest of the bid response is in? Or is it an entirely different envelope with the information in E.3.5. Repeated on the Price/Cost envelope? Do we need one original and two copies of the Price/Cost sheet? Or will one original suffice? How many discs/thumb drive copies of the Price/Cost sheet are required?

Answer 47: It must be in an envelope that is sealed and separate from the rest of the tabbed sections. There should be a total of three (3) hardcopies and three (3) discs/thumb drives of the Price/Cost.

**Description of Amendment - continuing**

Question 48: To be absolutely clear, we understand the following: within one overarching "single sealed envelope, package, or container" we will include: one sealed envelope with **one** Price/Cost sheet as a hard copy, and **one** electronic copy on disc (*or thumb drive, depending on your answer to another question*); and the three hard copies (one original and two copies) of the written, tabbed response and the electronic copy (*or copies, depending on your answer to another question*) of the tabbed response. Is this right?

Answer 48: You can send the response in one (1) large box, however there must be three (3) hardcopies of the technical response, three (3) digital copies of the technical response, three (3) hardcopies of the Price/Cost in a smaller separate envelope labeled as Price/Cost and three (3) digital copies of the Price/Cost in the same smaller envelope as the Price/Cost hardcopies.

Question 49: On page 23, under Section E.13. Bid Deliverables, item E.13.3., it says, "...and any litigation or pending litigation for the past five years, or a statement indicating there is no litigation activity to report." Is this referring only to litigation brought against the Bidder? Or does it also include litigation that the Bidder has initiated?

Answer 49: This is referring to ALL litigation, regardless of who initiated it.

Question 50: On Page 23, under Section E.13. Bid Deliverables, item E.13.3., it says, "... and any litigation or pending litigation for the past five years, or a statement indicating no litigation activity to report." Is this referring only to the litigation brought against the Bidder? Or does it also include litigation that the Bidder has initiated?

Answer 50: This is referring to ALL litigation, regardless of who initiated it.

Question 51: RFO Section C.4.1.5, Form of Contract, on page 18 states, "...the minimum standard terms and conditions that shall be included in any awarded contract are contained in the sample *State of Oklahoma Office of Management and Enterprise Services Information Technology Staff Augmentation Services Agreement* attached as "Bid Package 1" to the posting for this RFO, Solicitation Number 090000196".

There is no separate "Bid Package 1" located within the RFO or as an attachment or addendum to the RFO on the procurement site. Please confirm if the State will be posting the *Agreement (Bid Package 1)* for vendor review prior to submission of our response to RFO.

Answer 51: Bid Package 1 is now located on the website.

Question 52: Would the state please consider extending the due date for this proposal? We are a couple of days away from having to ship the proposal and there are still a number of questions that have not been answered. Many of the answers are needed to ensure compliance with the RFO requirements?

Answer 52: The closing date was extended with Amendment 01 issued on 09/10/2015.

b. All other terms and conditions remain unchanged.

\_\_\_\_\_  
Supplier Company Name (**PRINT**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name (**PRINT**) Title

\_\_\_\_\_  
Authorized Representative Signature